

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 002C

January 4, 2006

POSITION: Employment Specialist

DEADLINE TO APPLY: Open Until Filled

CLASSIFICATION: Employment Specialist

DEPARTMENT: River City Correctional Center

LOCATION: 3220 Colerain Avenue
Cincinnati, Ohio 45225

WORK HOURS: 70 bi-weekly, Monday - Friday, variable hours

FLSA STATUS: Hourly/Non-Exempt

SALARY: \$16.96 during probationary period and \$17.85 after probationary period

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

A Bachelor's degree in vocational guidance counseling, business management, sociology, corrections or other related behavioral science or equivalent is preferred. A minimum of two years experience in job placement and/or vocational counseling with the socially and economically disadvantaged is preferred for this position. Computer skills preferred. NOTE: Applicants must pass polygraph/psychological testing. Must be a resident of Hamilton County or willing to relocate within six months.

Listed below are the LICENSE/CERTIFICATION REQUIREMENTS of the department:

Possession of a valid Ohio Drivers' License.

Listed below is a brief summary of the JOB DUTIES:

Works with private and public agencies to identify employment sources. Contacts employers, solicits jobs and compiles job bank directory of area employers. Refers residents to prospective employers and monitors progress of residents on the job. Provides pre-employment services to include: resume preparation, employment application procedures and interview techniques. Verifies and assesses suitability of resident's employment. Conducts workshops on employment issues such as techniques for keeping a job, handling job related conflicts and income tax preparation. Provides assessments and placement assistance for vocational programming. Maintains records of all resident employment and vocational training. Works with Program Director and Clinical Supervisor to continuously upgrade the quality of job readiness, job search and job acquisition and to increase resident success in job retention. Also assists in efforts to increase vocational training opportunities for residents. Monitors the resident's progress on the job through regular personal contact with employers and off-site visits. Provides information to Case Manager and Probation Officer about the resident's progress. Provides individual job counseling. Acts as liaison with Department of Job & Family Services for resident's who were registered with said department prior to their admission. Supervises residential financial obligations, i.e., court costs and fines, restitution, family and child support, savings and any other bills incurred. Develops and facilitates money management session of independent living skills course. Researches grant sources and assists in grant writing. Maintains written materials, audio visual materials and other supplies needed to carry out the goals and objectives of the employment department of the facility. Transports residents to community resources as needed.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-4720

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.

